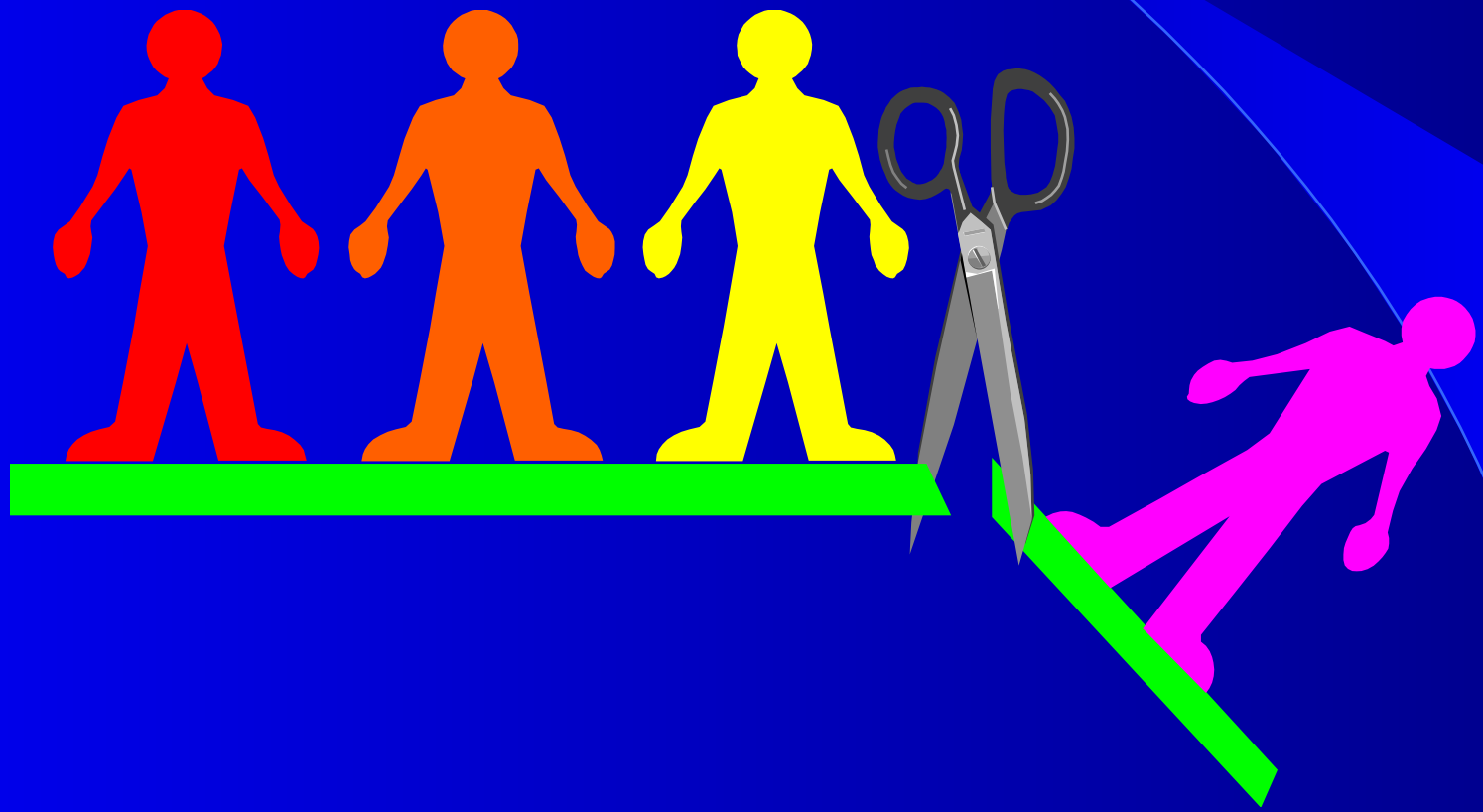
REDUCTION IN FORCE



REFERENCES

- FPM SUPPLEMENT 351-1 (WITH AF SUP)
- 5 CFR PART 351
- RIF PLANNING - A PRACTICAL GUIDE AND CHECKLIST - OPM
- AF GUIDE TO RIF AND TOF

REDUCTION IN FORCE

CAUSE

- LACK OF WORK
- SHORTAGE OF FUNDS
- INSUFFICIENT PERSONNEL CEILING
- REORGANIZATION
- EXERCISE OF REEMPLOYMENT/RESTORATION RIGHTS
- SPECIAL CIRCUMSTANCES IN RECLASSIFICATION

REDUCTION IN FORCE

EFFECT

AND

REQUIRES RELEASE FROM COMP LEVEL BY:

- **SEPARATION**
- **DEMOTION**
- **FURLOUGH - 30+ DAYS**
- **REASSIGNMENT REQUIRING DISPLACEMENTS**

AFFECT ON EMPLOYEES

- INCUMBENTS NOT AUTOMATICALLY SEPARATED
- REASSIGNMENT IN LIEU OF RIF
- "COMPETE" FOR RETENTION BASED ON RETENTION FACTORS
- ENTITLED TO THE BEST OFFER
- DOMINO EFFECT
  - AVERAGE OF THREE EMPLOYEES AFFECTED PER POSITION DELETED

PRE-RIF PLANNING

- UNION NOTIFICATION
- FREEZE HIRING/PROMOTIONS
- STOCKPILE VACANCIES
- HIRE TEMPORARY EMPLOYEES/DETAILS/TEMP PROM
- ADMIN/MANAGEMENT REASSIGNMENTS
- WAIVER/AMENDMENT OF QUALIFICATIONS
- MOCK RIF
- DSR/VERA/VSIP
- DEADLINES TO UPDATE RECORD
- KEEP WORKFORCE INFORMED

REDUCTION IN FORCE TERMS

- COMPETITIVE AREAS
- COMPETITIVE LEVELS
- RETENTION STANDING
- ASSIGNMENTS RIGHTS

COMPETITIVE AREAS

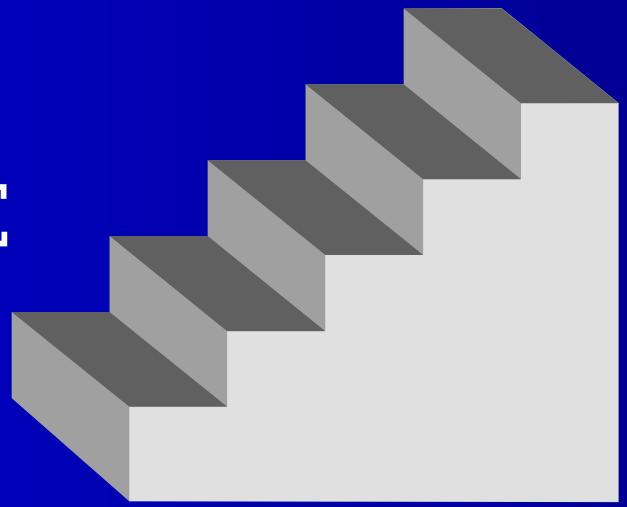
- BOUNDARIES WITHIN WHICH EMPLOYEES COMPETE
- CAN BE ALL OR PART OF AN AGENCY
- CAN BE GEOGRAPHIC OR ORGANIZATIONAL
- IN AF - NORMALLY POSITIONS WITHIN COMMUTING AREA SERVICED BY CPF

COMPETITIVE LEVELS
(SAME CHARACTERISTICS)

- EXCEPTED /COMPETITIVE SERVICE
- PAY PLAN
- OCCUPATIONAL SERIES
- GRADE
- DUTIES AND RESPONSIBILITIES
- WORK SCHEDULE
- TRAINEE STATUS
- SUPERVISORY/NONSUPERVISORY

RETENTION STANDING

- TENURE
- VETERANS PREFERENCE
- CREDITABLE SERVICE
- PERFORMANCE RATINGS

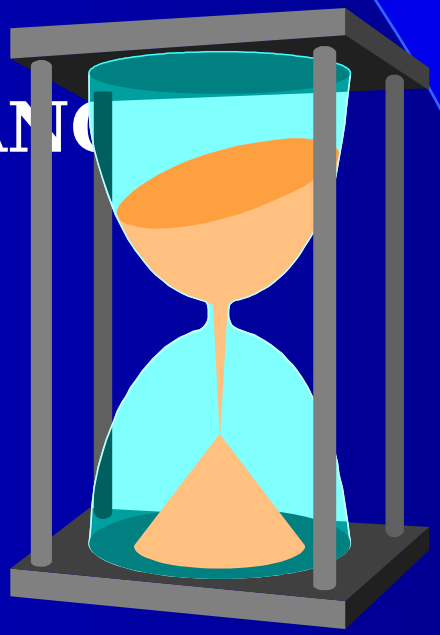


TENURE GROUPS AND SUBGROUPS

- TENURE GROUP
  - GROUP I (CAREER)
  - GROUP II (CAREER - CONDITIONAL)
  - GROUP III (NONSTATUS - NONTEMP)
- SUBGROUPS
  - AD (30% DISABLED VETERANS)
  - A (VETERANS)
  - B (NONVETERANS)
- EXAMPLES - IAD, IA, IB, IIAD, IIA, ETC

SERVICE DATE

- SCD RIF
  - CIVILIAN SERVICE
  - CREDITABLE MILITARY SERVICE
- ADJUSTED FOR PERFORMANC



SAMPLE RETENTION REGISTER

COMPETITIVE LEVEL 1234

TENURE	NAME	SERVICE DATE
IAD	SMITH	07-10-68
IA	JONES	01-12-43
	WILSON	09-05-51
IB	WILLIAMS	08-03-45
	CLARK	06-06-66
	BAKER	05-31-72
IIB	ROGERS	10-15-69
	MILLER	01-11-70

ASSIGNMENT RIGHTS

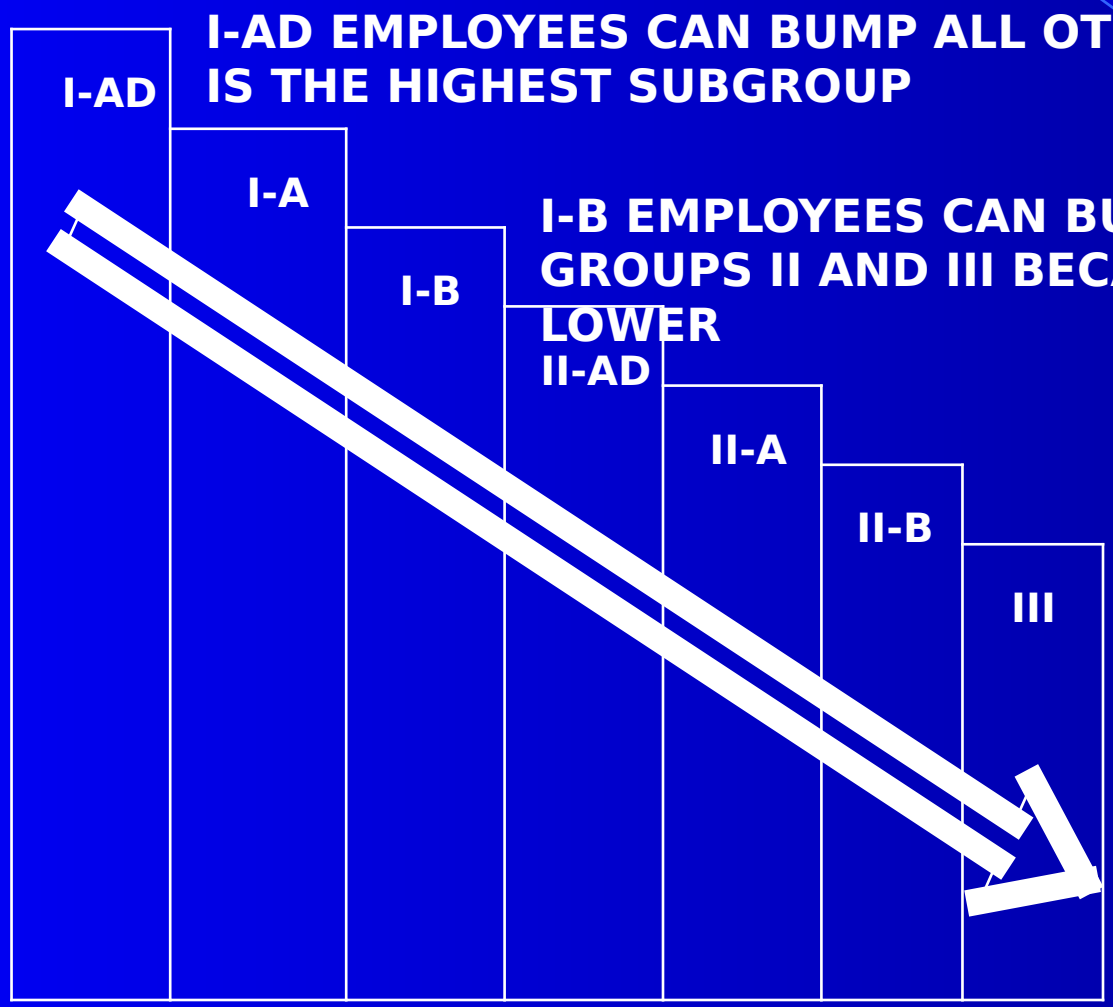
DEFINITION

AN EMPLOYEE'S ELIGIBILITY TO BE ASSIGNE
TO A POSITION OCCUPIED BY ANOTHER
EMPLOYEE OR TO A VACANCY

BUMPING

- TENURE GROUP l OR II WITH MINIMALLY SUCCESSFUL OR HIGHER PERFORMANCE RATING
- POSITION OCCUPIED BY EMPLOYEE IN LOWER TENURE GROUP OR SUBGROUP
- OCCUPIED POSITION IS SAME GRADE OR NO MORE THAN 3 GRADES OR GRADE INTERVALS BELOW POSITION FROM WHICH RELEASED

N BUMPING, EMPLOYEES CAN DISPLACE OTHERS IN LOWER SUBGROUPS



I-AD EMPLOYEES CAN BUMP ALL OTHER SUBGROUPS BECAUSE I-AD IS THE HIGHEST SUBGROUP

I-B EMPLOYEES CAN BUMP EMPLOYEES IN GROUPS II AND III BECAUSE THEY ARE LOWER

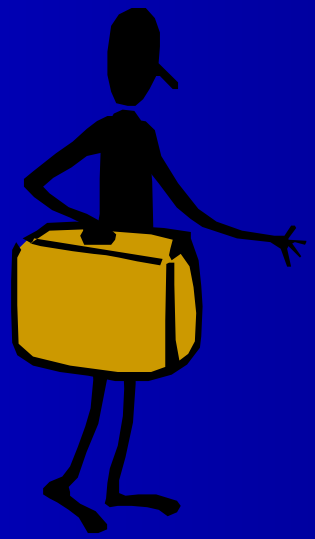
GROUP III EMPLOYEES CANNOT BUMP ANYONE

RETREAT

- TENURE GROUP I OR II WITH AT LEAST MINIMALLY SUCCESSFUL PERFORMANCE RATING
- HELD BY EMPLOYEE WITH LATER SCD IN THE SAME SUBGROUP
- POSITION SAME GRADE OR NO MORE THAN 3 GRADES OR GRADE INTERVALS BELOW POSITION FROM WHICH RELEASED (5 GRADES FOR 30% COMP VETS)
- SAME AS POSITION PREVIOUSLY HELD

RIF NOTICES

- CONTENTS
- 60/120 -DAY NOTICE PERIOD
- AMENDMENTS & CANCELLATIONS



AFTER THE RIF

- IMPROVEMENT OF OFFERS
  - AMENDMENTS
  - CANCELLATIONS
  - WAIVERS OF QUALIFICATIONS
  - ALTERNATE OFFERS
- OUTPLACEMENT EFFORTS
  - PRIORITY PLACEMENT PROGRAM (PPP)
  - REEMPLOYMENT PRIORITY LIST (RPL)
  - OTHER FEDERAL & NON-FEDERAL